

Administrative Order



Administrative Order No.: 3-15

Title: Uniform Minimum Standards for County-Wide Application, Assessment, Monitoring and Management Evaluation and Performance Review of Community Based Organizations (CBOs), All Other Non-Profits, and Other Organizations Providing Community Services

Ordered: 11/16/1993

Effective: 11/16/1993

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter and Resolution No. R-1403-93, adopted by the Board of County Commissioners on November 3, 1993.

POLICY:

This Administrative Order provides for the establishment of uniform minimum standards to be applied County-wide and describes the procedural elements required for application, contracting, monitoring, and management evaluation and performance review of CBOs, all other non-profits, and other organizations providing community services, hereinafter referred to as organizations, pursuant to an award by the Board of County Commissioners.

ADMINISTRATION:

The administration of this Administrative Order is designated to the Director, Office of Management and Budget, who is charged with the overall responsibility of coordination and assignment of organization requests for funding to the appropriate County department.

DEPARTMENTS WITH ADVISORY BOARDS, COUNCILS AND TRUSTS:

Several departments currently have in practice their own formalized and detailed application, assessment, monitoring, and evaluation process and work with their respective advisory boards, councils, and trusts to make recommendations prior to items being presented to a Commission Committee for review and forwarded to the Board of County Commissioners for their consideration and action.

DEPARTMENT'S RESPONSIBILITY:

A County department shall be responsible for reviewing application(s) and providing the technical assistance in the application process; for working with the appropriate advisory board, council, or trust, when applicable, prior to evaluating and screening the application(s) to determine the organization's capability of properly receiving and expending funds as well as their ability to do the work; for developing the contract(s) as to the organizational goals and objectives described and the scope of services to be rendered; for reviewing and assessing for contract compliance, both fiscal and programmatic, to determine the method of payment and to be responsible for payment; and for conducting a management evaluation and performance review of specific measurable objectives.

PROCEDURES:

The procedural elements shall include, but not be limited to, the information contained herein, and shall not be in conflict with mandated State and Federal rules, regulations, and guidelines, as follows:

1. Application Elements

The application process shall present a profile of the missions and goals of the organization requesting funding. Depending upon the level of funding, or the event, project, or program proposed, information reporting requirements may be adjusted accordingly. Where requested, departmental technical assistance will be provided to adequately describe the following:

- Name
- Address
- Telephone number
- Proposed contract period
- Proposed contract amount
- Contact person
- Corporate information (staffing requirements, 501(c) (3) or other tax-exempt certification, Federal identification number, policies and procedures manual, bylaws, articles of incorporation, board of directors, and organization's fiscal year, etc.).
- Licensure and other requirements (occupational and professional licenses and required certifications).
- Any required County affidavits.
- Identify and describe programs operated by the organization.
- Specify use of County funds, including a project description and project budget.
- Financial or legal liabilities and judgments.

- Funding history (identify Federal, State, County, or other sources of recent funding; list funding commitments received, applied for, planned to apply for; or, in the alternative, describe where funding has been refused, reduced, or only partial funding received).
- Community need or community benefit.
- Quantity to be delivered, unit cost per service, per client, or per unit, etc.

2. Assessment Elements

Applications shall be evaluated, screened, and objectively analyzed to determine the organization's capability and capacity of properly receiving and expending funds as well as their ability to do the work. This analysis will include:

- Reviewing the organizational structure and general administrative capabilities.
- Measuring cost per unit against local, state, or national rates and standards, if possible.
- Matching the funding request as it relates to the goals and objectives identified for the specific programs.
- Reviewing the organization's past performance in accomplishing their program goals and objectives.
- The application, assessment, and recommendation will be submitted to the appropriate advisory board, council, trust, commission committee, and to the Board of County Commissioners for funding consideration.

3. Contract Elements

Development of the contract document, including the terms and conditions required, along with the provisions of the scope of services, shall be determined by the department in conjunction with the County Attorney's Office. The department will provide technical assistance to insure accountability, based upon:

- Determining specific program goals and objectives for the use of County funds (specific performance deliverables, proposed unit costs, and measurement techniques).
- Determining the necessity for and level of adequate insurance requirements through the Risk Management Division, General Services Administration, for inclusion in the contract.
- Insuring that any required County affidavits are included at the application stage and included as an attachment to the contract.
- Including in the contract, as a condition, that a management evaluation and performance review be conducted by the department.
- Determining and including as a part of the contract the payment method and payment cycle. Generally, the County is to pay on a reimbursement method or a direct payment method whereby partial or full amount of services have been

- delivered and in compliance with the contract. Full or partial advances can only be made when authorized by the Board of County Commissioners or when the department director has made a specific determination of the need and public benefit for the advance.
- If contract terms and conditions cannot be agreed to between the department and the organization, the appropriate advisory board, council, trust, commission committee or the Board of County Commissioners will be notified.

4. Contract Monitoring Elements

To determine payment for services, the fiscal and programmatic goals and objectives of an organization will be assessed against the contract scope and services for compliance, based upon:

- Performance deliverables (number of units and quantity delivered against contracted amount, etc.).
- Measurement techniques to insure contract compliance.
- Periodic site visits, client assessment surveys, etc. If deficiencies or evidence of non-compliance are detected during the routine course of monitoring, the department is responsible for notifying and advising the organization of the steps necessary to correct the situation.

5. Management Evaluation and Performance Review Elements

The management evaluation and performance review will be conducted and documented at the time of project/program completion. In addition, management evaluations and performance reviews will be prepared on an interim basis whenever a request for additional funding or renewal of funding is made. The management evaluation and performance review should reflect the quality of service provided and the value received using contract monitoring data such as progress reports, field observations, client assessments, and quantitative scoring, etc.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

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County Manager